

ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK

INTRODUCTION

The Division of Forestry has close working relationships with Cooperator Fire Departments (CFDs). The CFDs include paid and volunteer departments and were formerly known as Structure Fire Departments (SFDs). The CFDs often are first on scene within the wildland/urban interface. Cooperator resources - engines, water tenders, and personnel who are equipped and trained to provide structure protection - are beneficial to the Division of Forestry.

HELPFUL DOCUMENTS/APPENDICES

Cooperative Fire Protection Agreements

Annual Operating Plans (AOP) and associated attachments

Division of Forestry Structure Fire Department Guide (includes Conditions of Hire)

Appendix 1: Cooperator Conditions of Hire

Appendix 2: Forms

SIGN-UP PROCEDURE

The fire department establishes a formal relationship with the Division by signing a Cooperative Fire Protection Agreement (often referred to as a “Cooperative Agreement”). The agreement is signed by the fire department’s Chief or governing official and sent from the Area, through the Region, to the Central Office for the State Forester’s and the Department’s signatures. Once activated, the Cooperative Fire Protection Agreement remains in effect until either party terminates the agreement in writing, with 30-days’ notice. The Agreement is reviewed every five years. The fire department also signs an Annual Operating Plan (AOP) that contains contact information, a personnel roster that includes hourly rates and equipment they are willing to rent to the Division of Forestry. The AOP also contains Division contact points, radio frequencies, and so forth. The local Area Forester or Fire Management Officer signs the AOP for the Division of Forestry. The original AOP is either sent or scanned to the Central Office.

The Area Fire Management Officer or Area Forester is usually the one who maintains dialogue and establishes a working relationship with the local fire Chiefs. The FMO often discusses mobilization details with the Chief and decides what resources will be available from the CFD to fill local or out-of-Area Resource Orders.

Fire departments will follow the Cooperator Conditions of Hire (see Appendix 1) and use the rates listed therein for engines, water tenders, and command vehicles. The rates are also included within the Online Application System (OLAS). FEPP equipment will be hired at 66% of the established rate for that equipment type. Requirements for each type of equipment and other restrictions are also listed in Appendix 1.

Other vehicles/equipment owned by the CFD such as boats, ATVs, and trailers will be signed up using the regular Emergency Equipment Rental Agreement (EERA) Conditions of Hire, EERA hiring procedures, and rates listed in Chapter 6. The rate structure differs slightly for CFD equipment vs. equipment hired under an EERA. This equipment is also registered through OLAS. Personally-owned vehicles cannot be signed up under the CFD Conditions of Hire.

ON-LINE APPLICATION SYSTEM (OLAS)

CFDs are required to register their fire department under the Online Application System (OLAS) and enter information regarding equipment the CFD wishes to make available for fire assignments. OLAS will be used in the future for entering and tracking Cooperative Agreements and Annual Operating Plans submitted by Cooperators. The link for CFDs to sign up apparatus and other equipment is: <https://dnr.alaska.gov/olas/>. This link is also used by DOF personnel to track, hire, and manage equipment in OLAS.

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HIRING

Upon acceptance of an order for service, either verbally or via Resource Order, a binding contract between the Cooperator and Forestry is created incorporating the terms of the Cooperative Fire Protection Agreement, the Annual Operating Plan, and the Cooperator Conditions of Hire. The operator/personnel shall keep a copy of the CFD Cooperative Fire Agreement, the Annual Operating Plan, and the Conditions of Hire with the apparatus.

At time of dispatch, a Resource Order number will be assigned for a specific category, type, and class of equipment and this will determine the proper rate to be paid to the Cooperator. Any Cooperator using rates that are non-compliant with Forestry specified rates will normally be the last hired and the first released.

The Cooperator is responsible for providing apparatus to Forestry in a good and safe operating condition. Each apparatus will be subject to a pre-use inspection by the local Area at time of hire. If, in the determination of Forestry, the apparatus is not in good, safe operating condition based upon the manufacturer's general safety specifications when it arrives for work, Forestry may reject it. If equipment is rejected, Forestry will not pay any costs, including transportation costs.

DOF may conduct annual pre-season inspections of all equipment registered in OLAS to ensure that mechanical soundness, safety, and the equipment inventory meet the requirements set forth in the CFD Conditions of Hire.

The Cooperator shall furnish the number of personnel as established in Tables 1, 2 and 3 of Appendix 1 for each apparatus. Operators/personnel from CFDs using the Direct Payment Method (see the Payment/Paperwork Procedure section for payment methods) will be hired by Forestry as Emergency Firefighters (EFF). The operator(s), if hired by Forestry as EFF, will become Forestry employee(s), and are subject to the Conditions of Hire established in the latest version of the Alaska Emergency Firefighter Type 2 Crew Management Guide. EFF Personnel must be Red Carded (meet established NWCG physical fitness and training standards) for the position hired. EFF must complete an EFF hire packet at the local DOF Area office and obtain a Resource Order. Operators from CFDs using the Cooperator Reimbursement Method and the Combined Personnel and Apparatus Reimbursement (Lump Sum) Method will remain employees of the department. The operator must possess a valid driver's license with applicable endorsements. The Cooperator will ensure that the operator/personnel are qualified to operate the apparatus. Variations from the staffing levels shall be agreed upon by Forestry and the Cooperator and shall be noted on the Resource Order. The CFD must choose the method prior to mobilization so that the appropriate Resource Orders can be generated.

The operator/personnel receive work assignments from, and perform work under, the general direction of Forestry. In the event Forestry terminates an operator for cause, replacement operator/personnel may be requested from the Cooperator. A performance evaluation will be completed for each operator/apparatus under this circumstance.

There is no guaranteed length of hire under any order for service. Forestry may terminate an order for service when it is determined by Forestry that the apparatus is no longer needed. When the order for service is terminated, Forestry shall be liable only for payments in accordance with payment provisions of the contract (see paragraph 1 under Hiring) for services rendered prior to the effective date and time of termination. In the event the Cooperator requires the return of its apparatus, the Cooperator shall notify Forestry, and the equipment shall be released within eight hours.

The Cooperator is responsible for obtaining at their own expense, carrying a copy of, and showing proof at the time of hire, all necessary licenses and permits required by state and federal law/regulation, for both the apparatus and operator/personnel.

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The Cooperator is responsible for the cost of all servicing to include providing and maintaining the apparatus with fuel, oil, lubricants, filters, and other operating supplies to maintain the apparatus in a safe operating condition. It is the responsibility of the operator/personnel to determine that the fuel used is the proper fuel for the apparatus. Forestry will provide fuel for apparatus assigned to project fires.

ASSIGNMENTS

For CFD resources to be eligible for reimbursement under the Cooperative Agreement, they must be requested or approved by the Division or its Federal Cooperators. Federal Cooperator denotes federal agencies under the Department of the Interior (e.g. Bureau of Land Management, National Parks Service, Bureau of Indian Affairs, U.S. Fish and Wildlife Service) and U.S. Department of Agriculture (i.e. Forest Service). Payment will be made only for fire suppression activities and all-hazard events on lands outside the CFDs established jurisdictional boundaries or on State or Federal lands within the CFDs jurisdictional boundaries when requested by the jurisdictional agency. Independent action taken by the CFDs on lands owned by the State or Federal government is not eligible for reimbursement without immediate notification to the Division and approval of the jurisdictional agency. Although action may occur under “closest forces” or mutual aid to protect the CFDs jurisdiction or neighboring jurisdictions during IA, CFDs should not assume they will be reimbursed.

The Division’s Area Forester or Fire Management Officer (FMO) must approve resources dispatched outside of the local interagency fire center dispatch zone.

Initial Attack (IA): Initial Attack is defined as an incident lasting for no longer than one shift. Under this definition, no hiring takes place, but the time of hire done under Extended Attack can be retroactive to the original dispatch time of the Initial Attack incident.

Extended Attack: Extended Attack is defined as an incident lasting longer than one shift. Mobilization for Extended Attack assignments usually occur after the local FMO or dispatcher has talked to the CFD Chief to ensure that the resources and personnel are available and can meet the desired time frame and resource needs. Resources will be tracked by the local interagency fire center by use of the Resource Ordering and Status System (ROSS).

When dispatched to an extended attack incident, an Equipment Packet will be provided by the local Area. Equipment will be inspected at the Area before departure to the incident and documented on the Vehicle/Heavy Equipment Inspection form. If equipment is mobilized at the direction of the State without an inspection, the Incident Commander or Section Chief shall determine the start time. If equipment responded to an incident without a pre-use inspection, the incident personnel must inspect the equipment as soon as feasible.

The interagency dispatch center will inform the resource where to report. Once on the incident, equipment and personnel must check-in with incident management and provide required documentation (e.g. Resource Order and equipment hire packet). If an IMT is managing the fire, check-in takes place in the Planning Section and a copy of the equipment hire packet must be provided to the Finance Section. On a smaller incident, check-in and management of the CFD equipment and paperwork may be handled by the Incident Commander (IC).

Agencies using equipment or personnel from CFDs are responsible for equipment and personnel timekeeping at the incident. However, **ALL original Equipment Packets are to be sent back with the CFD to their home Area for their home Area DOF office to audit and process payment documents.** (The incident should keep a copy of the Equipment Packet for inclusion in the final fire package.) **It is then the responsibility of the CFD to submit all original payment documentation from the incident, both personnel and equipment, along with a Cooperators Use Invoice or other Cooperator generated invoice to the appropriate Area office for payment.**

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When five (5) or more engines are dispatched to an incident, DOF may furnish, upon request, a liaison to ensure the CFDs and the incident are made aware of their responsibilities. The role of the liaison is to ensure Cooperative Agreements are valid and CFD resources are familiar with the IMTs procedures, (i.e. timekeeping, caterers, showers, re-supply, etc.).

Resources will comply with Incident Command System (ICS) / National Incident Management System (NIMS) demobilization procedures and will never “self-demobilize” from an assigned incident. When released from an incident, a release inspection and post-inventory will be required on equipment. CFD personnel must ensure that Emergency Equipment Shift Tickets, Emergency Firefighter Time Reports and other needed forms are complete and **signed**. All CFD Engines will be evaluated by the incident supervisor and the evaluation form will be included in the equipment packet and a copy kept by the incident upon release from the incident. CFD personnel are required to return non-consumable supplies and equipment issued on the incident.

Prescribed fire (RX) and other fire management projects: Under the direction of the Division, the AOP may be used for procuring personnel and equipment for other fire management activities such as fuels mitigation and RX projects, inside and outside the CFD jurisdictional area. Project work conducted for federal agencies must be performed under the conditions of agreements specific to their agency specific procurement requirements.

All Risk Assignments: It is common for wildland fire resources to assist with non-fire incidents. When requested under the authority of the Stafford Act, it is possible for Alaska state resources to assist with these incidents. However, such incidents must have a State or presidential declaration of disaster before services are eligible for reimbursement or an approved Fire Management Assistant Grant (FMAG). All such incidents must be handled on a case-by-case basis. Cooperators should check with the local DOF Area office before accepting all risk assignments under the Cooperative Agreement program.

TIME KEEPING

Copies of completed and signed Shift Tickets for equipment and Crew Time Reports (CTRs) for personnel will be turned in to the Finance Section at the end of each operational period so that Finance can generate OF-286s and OF-288s. Any piece of equipment that is rotating personnel must clearly show the hours of the personnel that are being rotated. The line supervisor or IC will sign the CTR and/or Shift Tickets. **The original packet given to the Finance Section (pink for the Shift Ticket and white for the CTR) must be returned to the CFD upon release from the incident so that the originals can be submitted with the invoice to the Area office.** The incident should keep copies to be included as part of the final fire package. The CFD should also keep a copy for their records.

Operator/personnel will be paid for all hours they are on-shift at the appropriate hourly rate of pay. Operator/personnel may be on a shorter or longer shift than the apparatus to which they are assigned. Hours shall consist of the period working (assigned), ordered standby, or compensable travel time. The number of operator/personnel listed on the rate charts is standard staffing. Any changes to standard staffing will be agreed to in the AOP. No additional personnel will be paid by Forestry unless Resource Ordered.

Compensable meal periods - Personnel assigned to the fire may be compensated for their meal period if all the following conditions are met:

- The fire is not controlled, and
- The Operations Section Chief decides that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat, and
- The compensable meal break is approved by the supervisor and documented on the CTR and/or Shift Ticket at the next level.

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- In those situations, where incident support personnel cannot be relieved from performing work and must remain at a post of duty, a meal period may be recorded as time worked for which compensation shall be allowed and documented on the CTR/Shift Ticket in “Remarks” section as “No lunch taken due to uncontrolled fire line”. If a meal break is not documented on the CTR or Shift ticket, the break will be automatically deducted by the State.

Equipment rates have been determined by Forestry for all categories, types, and classes of equipment and are included in the Online Application System (OLAS) and Appendix 1. Resources rented with higher rates than listed in OLAS/Appendix 1 should be the last resource hired and the first released. Federal Excess Personal Property (FEPP) apparatus provided by a Cooperator may be paid up to 66% of the normal rate. If apparatus will be used 24 hours per day (a rare circumstance), then the Resource Order must document the need for a double shift and relief crew to work the second shift. Only in this case will a double-shifted rate be paid for the apparatus. The CFD will provide a relief crew to work the extra shift. Hours shall consist of the period working (assigned), ordered standby, or compensable travel time.

- The start of the rental period (time under hire) begins at the time the equipment passes inspection or begins travelling to the incident from the point of hire (if requested by the State to go directly to the incident without inspection) after being ordered by the State. The rental period ends at the estimated time of arrival back to the point of hire after being inspected and released from the incident. Each service call will be documented via shift tickets to an Emergency Equipment Use Invoice, OF-286, or equivalent. The Cooperator or its operator/personnel must sign shift tickets during the assignment and the Emergency Equipment Use Invoice document at the time of release from work
- On the first and last shift of hire or assignment, the Cooperator shall be paid at the half day or daily rate, provided the apparatus is operable and available. The half day rate will be paid if the apparatus is hired after 1600 hours or released before 0800 hours (depending on estimated time of arrival at home unit). The daily rate will be paid if the apparatus is hired before 1600 hours or released after 0800 hours
- If the apparatus is inoperable or unavailable during an on-shift period, this will be considered down time, and charges will not accrue
- For shifts under hire or assignment between the first and last, the Cooperator shall be paid at the daily rate, provided that the apparatus is operable and available the entire shift
- For apparatus not operable for the full shift, the deduction is calculated by converting the length of shift to determine the hourly rate and paying the Cooperator for the total hours worked before the equipment became nonoperational (not to exceed the daily rate). Apparatus is inoperable when the apparatus itself is inoperable, or when the operator/personnel are unavailable
- In those cases, where Forestry is the direct cause of the apparatus down time, Forestry will negotiate a reasonable settlement with the Cooperator
- Forestry has the right to correct the invoice in case of calculation, arithmetic errors, or if the Cooperator chose the improper category, type, class or rate in OLAS
- A CFD is allowed up to four hours with home unit’s DOF Fire Manager Officer’s approval for refurbishing and rehab of their equipment only for extended attack and/or discretionary response wildland fires

A shift is the hours worked as stated by the Incident Action Plan and/or as determined by the dispatching office.

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The incident or dispatch office will compile the amount earned by the apparatus on an Emergency Equipment Use Invoice (OF-286) which both parties will sign to show concurrence of the amount due the Cooperator at the time of release from assignment. The incident or Area Admin office will also post Cooperator personnel time on OF-288s. OF-286s and OF-288s will be generated whether the Cooperator's method of payment is by Cooperator Reimbursement, Lump Sum, or Direct Payment method.

Documentation Requirements for Assignments

One (1) copy of each of the following documents is required for Out-of-Area Assignments

Mobilization Finance Packet -

- a. Resource Order
- b. Annual Operating Plan
- c. Emergency Equipment Rental Agreement
- d. Cooperator Conditions of Hire
- e. CFD Cooperative Fire Protection Agreement
- f. Vehicle Inspection Checklist
- g. Initial Shift Ticket
- h. Blank Contractor Evaluation Form

Demobilization Finance Packet -

- a. Resource Order
- b. Annual Operating Plan
- c. Emergency Equipment Rental Agreement
- d. Cooperator Conditions of Hire
- e. CFD Cooperative Fire Protection Agreement
- f. Vehicle Inspection Checklist
- g. Completed Shift Tickets
- h. Completed OF-288s
- i. Emergency Equipment Use Invoice
- j. Claims documentation, if applicable
- k. Completed Evaluation
- l. Any receipts documenting reimbursable expenses accrued on the assignment

Payment/Paperwork Procedure

There are three methods the CFDs may choose from to be reimbursed. It is the responsibility of the CFD to submit to the Area Forestry office the Equipment Packet with the paperwork listed in the Timekeeping section under Demobilization Equipment Packet.

1. Cooperator Reimbursement: Actual costs of personnel and apparatus are reimbursed to the Cooperator. Personnel remain the employees of the CFD. Under Cooperator Reimbursement the CFD will submit an invoice and the Equipment Packet to its own Area Forestry office for the use of its equipment using the rates as listed in OLAS/Appendix 1, and personnel with rates documented on the Cooperator Personnel Roster and Pay Rates. Forestry will not pay administrative fees for personnel more than 13.5%. Billing can be submitted using the Cooperator Standardized Invoice or CFDs own invoice. The CFD is responsible for payment to its personnel.

In the case of Cooperators being paid by the reimbursement method, both the Emergency Equipment Use Invoice (OF-286) and any pertinent Emergency Firefighter Time Report (OF-288s) will be included as backup documentation for any invoice requesting reimbursement from the State.

2. Combined Personnel and Apparatus Reimbursement (Lump Sum): Where combined rate per daily and/or double crew daily rate includes the established rate for both the personnel and apparatus. Under Lump Sum, the CFD will submit an invoice which combines both personnel and apparatus costs as listed in OLAS/Appendix 1 and the Equipment Packet. Administrative fees for personnel are included in the established rate and are not paid separately. **All staffing changes that differ from the established rate tables must be pre-approved by Forestry and the Fire Chief.**

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3. Direct Payment: Where the apparatus is rented from and paid directly to the CFD. CFD personnel, as mutually agreed to by both the Cooperator and the State, are hired as Emergency Firefighters (EFF) by the State and paid directly. Under Direct Payment, the CFD will submit the Equipment Packet and will be paid from an invoice submitted by the CFD or the incident generated OF-286 for only the apparatus, using the rates established on OLAS/Appendix 1. EFF must submit a signed final OF-288 to the Home Unit upon return. The State will directly pay the CFD personnel hired as EFF at the level on their Overhead Resource.

Forestry will not pay for backfill positions unless required by municipal ordinance, union contract, or written department policy, under the Cooperator Reimbursement or Lump Sum Methods. In such cases, the State only pays for the difference in the overtime above what the regular salary would be for the backfilling employee.

Forestry has the right to correct invoices in case of accounting errors, or if the Cooperator chose the improper category, type, class or rate in OLAS/Appendix 1.

The following items make up the payment packet:

- a. Cooperator's Use Invoice or invoice on their CFD letterhead
- b. Emergency Equipment Use Invoice (OF-286) -*originals*
- c. Completed Equipment Shift Tickets - *originals*
- d. Completed OF-288s - *originals, unless Direct Payment method*
- e. Any receipts documenting reimbursable expenses accrued on the assignment - *originals*
- f. Emergency Equipment Rental Agreement (OF-294)
- g. Vehicle/Heavy Equipment Safety Inspection Checklist - *original*
- h. Resource Order

Payment packets totaling \$10,000.00 or less may be sent directly to Juneau for payment if the appropriate signing authority is available in the Area office. If the appropriate signing authority is not available or the invoice totals more than \$10,000.00, the payment packet is sent to the Region Office for approval.

For CFDs using Cooperator Reimbursement or Lump Sum, the CFDs are responsible for filing the appropriate paperwork for any personnel who are injured or become sick while on an incident and a medical claim was filed. For CFDs using Direct Payment, the State will use procedures detailed in Chapter 4 for processing and timeline requirements for injured EFF.

If EFF request reimbursement for travel expenses, a State Travel Authorization form needs to be completed and submitted to the local Area office.

If equipment is damaged on an incident, Cooperators should refer to Chapters 8, 10, and 11 for procedures.

Evaluations should be given to the Area Training Officer.

Training and Certification

CFDs entering into a Cooperative Agreement with DOF must meet NWCG training and qualification standards for the position they are filling on an incident for any fire assignment outside the local interagency dispatch zone. Individuals serving on structural engines deployed outside the local dispatch zone for structure protection will, at a minimum, be certified at the National Fire Protection Association (NFPA) WWF1 level as well as NWCG FFT2.

The Division accepts CFD personnel qualifications within the Area and it is the responsibility of the CFD Chief to ensure that local fire department personnel are properly trained and equipped.

The local Areas maintain NWCG Red Card records for CFD personnel through the Incident Qualification System (IQS).

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Travel

While in travel status, reimbursement for meals will be made at the State established per diem rate. A Travel Authorization will be completed by CFD personnel and submitted to their home Area if they were authorized to receive per diem or travel costs.

No individual can exceed ten hours driving time in one day.

½ hour lunch must be taken while in travel status over eight hours.

Lodging – Lodging will be reimbursed at actual cost, therefore, receipts for all lodging must be provided for reimbursement

Meals and Bedding - If a Forestry-subsisted incident camp is established, meals and bedding for operator/personnel will be furnished without additional charge. Such meals and bedding will be commensurate with that provided to Forestry employees.

Appendix 1

State of Alaska – Division of Forestry Cooperator Conditions of Hire

Introduction

The Division of Forestry has an important cooperative relationship with structure fire departments in the Areas, and occasionally has a need to mobilize resources to assist with structure protection within the Wildland Urban Interface. Cooperator resources - engines, water tenders, and personnel that are equipped and trained to provide structure protection- are beneficial to the Division of Forestry.

The Division of Forestry and the Cooperator establish a formal relationship by signing a Cooperative Fire Protection Agreement. Generally, the Area solicits the Cooperative Fire Protection Agreement with their local structure fire department (CFD). The agreement is signed by the fire department's Chief and sent from the Area, through the Region, to the Central Office for the State Forester's signature. Once activated, the Cooperative Fire Protection Agreement remains in effect until either party terminates the agreement in writing.

General business and administrative information is specified in this, the Cooperator Conditions of Hire. The fire department's Chief (or Authorized Agent) will be provided with a copy of this document, which will remain in effect until such time it is revised by the Division of Forestry. The local Area serves as the liaison between the State and the Cooperator. Any claims for damages while assigned to the incident should be documented prior to leaving the incident. The incident retains a copy of the paperwork for the assigned Cooperator resources for the final fire package, but the original packet is returned to the Cooperator's home Area for completion and processing.

All personnel responding to wildland fire shall be equipped with proper personal protective equipment as stipulated in the DOF Policy and Procedures Manual Section 2120. This includes a fire-retardant shirt and jeans or coveralls, helmet (non-metal), eye protection, heavy-duty leather gloves, 8" tall lace up leather boots, and a fire shelter for each person.

Agreement

The State of Alaska, Department of Natural Resources, Division of Forestry will be referred to as "Forestry" in this document. Cooperator Fire Departments (CFD) under Cooperative Agreement with Forestry will be referred to as "Cooperator" in this document.

1. Order for Service - Upon acceptance of an order for service, either verbally or via Resource Order, a binding contract between the Cooperator and Forestry is created incorporating the terms of the Cooperative Fire Protection Agreement, the Annual Operating Plan, and these Cooperator Conditions of Hire.
2. Reporting for Service - The Cooperator is responsible for providing apparatus to Forestry in a good and safe operating condition and will be subject to pre-use inspection at time of hire. If, in the determination of Forestry, the apparatus is not in good, safe operating condition based upon the manufacturer's general safety specifications when it arrives for work, Forestry may reject it. If equipment is rejected, Forestry will not pay any costs, including transportation costs. The operator/personnel shall keep a copy of the CFD Cooperative Fire Agreement and Cooperator Conditions of Hire document with the apparatus.

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3. Timekeeping - The start of the rental period begins upon passing inspection and said time shall be documented on the initial shift ticket. Each service call will be documented via shift tickets to an Emergency Equipment Use Invoice, OF-286, or equivalent. The Cooperator agrees that service call documents may be signed by the Cooperator's operator/personnel as a duly authorized representative for certification as to the number of hours or other units of pay earned. The Cooperator or its operator/personnel must sign shift tickets during the assignment and the Emergency Equipment Use Invoice document at the time of release from work.
4. Equipment Operator/Personnel - The Cooperator shall furnish the required staffing as listed in Tables 1-3 or 4-7, for each apparatus, based on the reimbursement method selected. Operators/personnel from CFDs using the Direct Payment Method will be hired by Forestry as Emergency Firefighters (EFF). The operator, if hired by Forestry as EFF, will become Forestry employee(s), and are subject to the Conditions of Hire established in the latest version of the Alaska Emergency Firefighter Type 2 Crew Management Guide. Operators from CFDs using the Cooperator Reimbursement and the Lump Sum Method will remain employees of the department. The operator must possess a valid driver's license with applicable endorsements. The Cooperator will ensure that the operator/personnel are qualified to operate the apparatus. Additional Cooperator personnel may staff the apparatus as specified in the AOP. Variations from staffing levels listed in the AOP must be agreed upon by Forestry and the Cooperator and must be noted on the Resource Order.
5. Transportation of Apparatus - Subject to Item 2, apparatus shall be delivered, at Forestry's expense, from point of hire to the work site and returned to the point of hire.
6. Performance and Direction of Work - The operator/personnel are responsible always for the safe and efficient operation of apparatus and may refuse to work in a situation:
 - exceeding operator/personnel ability
 - that exceeds the capability of the apparatus
 - that may result in damage to the apparatus

The operator/personnel receive work assignments from and perform work under the general direction of Forestry. In the event Forestry terminates an operator for cause, replacement operator/personnel may be requested from the Cooperator. A performance evaluation will be completed for each operator/apparatus.

7. Termination of Order for Service - There is no guaranteed length of hire under any order for service. Forestry may terminate an order for service when it is determined by Forestry that the apparatus is no longer needed. When the order for service is terminated, Forestry shall be liable only for payments in accordance with payment provisions of this contract for services rendered prior to the effective date and time of termination. In the event the Cooperator requires return of apparatus, the Cooperator shall notify Forestry, and the equipment shall be released within eight hours.
8. Custody - When the operator/personnel remain employees of the Cooperator, the apparatus remains in operator/personnel custody. When the operator/personnel are hired as EFF, the apparatus remains in Forestry custody during the period of use. During such time, Forestry, as custodian, will exercise ordinary prudence and diligence in the use and care of the apparatus. Control of apparatus and personnel shall follow the Incident Command System.
9. Licenses and Permits and Insurance - The Cooperator is responsible for obtaining at their own expense, carrying a copy of, and showing proof at the time of hire, all necessary licenses, permits required by state and federal law/regulation, for both the apparatus and operator/personnel.

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10. Service and Repairs - The Cooperator is responsible for the cost of all servicing to include providing and maintaining the apparatus with fuel, oil, lubricants, filters, and other operating supplies to maintain the apparatus in a safe operating condition. It is the responsibility of the operator/personnel to determine that the fuel used is the proper fuel for the apparatus. Forestry will provide fuel for apparatus assigned to project fires.
11. Tools, Spares, and Accessories - The operator/personnel are responsible, always, for tools, spares, and accessories belonging to the Cooperator, and shall secure them in the apparatus if possible. Items that cannot be so secured may be placed in a Forestry-designated storage area, if available.
12. Required Equipment - The Cooperator agrees to furnish apparatus, except command vehicles, with the following equipment:
 - a. All apparatus listed on the Cooperators CFD Cooperative Fire Agreement AOP will be accompanied by a complete vehicle inventory in hard copy format
 - b. All fire apparatus resource ordered as part of an Engine Task Force/Strike Team are required to carry structural firefighting equipment necessary to conform with Cooperator Standard Operating Procedures and are required to carry the following minimal equipment upon leaving for the incident. These items will be supplied by Forestry upon request of the Cooperator and shall be returned to the same Forestry Area Office upon completion of the assignment

4 ea. 100' length of 1½" hose (Forestry)	1 ea. Fire Shelter per seat
1 ea. 400' 1½" Progressive hose lay bag	1 ea. EFF bag per Firefighter
5 ea. 1½" nozzle to fit 1 ½" hose	1 ea. King Radio w/Clam Shell & Batteries
5 ea. 100' length of 1" hose (Forestry)	5 ea. 1" nozzles to fit 1" hose
2 ea. Shovel	3 ea. Pulaski
4 ea. 1½" NHx1½ NH double female	2 ea. Back pack pump (FEDCO) (full)
4 ea. 1½" NHx1½ NH double male	1 ea. Back pack pump (FEDCO) (empty)
6 ea. 1½" NHx1" NPSH (female-male)	2 ea. Cases MRE's
1 ea. 1" NPSH x1½" NH (female/male)	2 ea. Cubitainer Water
6 ea. 1½" NH x 1 ½" NH x 1 ½" NH	2 ea. Pack of fusees (10 ea./pk) OR
2 ea. Hose clamp for 1" and 1½" hose	1 ea. Drip torch w/5 gallons drip torch fuel
1 ea. Portable Tank, 1500 gallons or larger (Water Tenders only, all types)	

13. Apparatus Loss, Damage, or Destruction - Equipment furnished under a contractual agreement with Forestry may be subject to extreme environmental and/or strenuous operating conditions which could include, but are not limited to, unimproved roads, steep, rocky, brushy, hilly terrain, dust, heat, and smoky conditions. Thus, what is considered normal wear and tear under any agreement with the State for fire suppression or other all-risk incident actions is more than what equipment is subjected to under normal highway operations. Wear and tear includes worn or cracked tire tread on the running surfaces, chips and scratches to the vehicles painted and other surfaces; small dings and scratches to the bumpers, and surface chips and scratches to the vehicle's windshield, glass, and mirrors.

If the Cooperator wishes to file a claim for non-Forestry provided equipment, a State Property Loss/Damage Report documenting lost, stolen, or damaged equipment not arising from the above conditions or as the result of negligence on the part of Forestry must be completed and submitted to the State within thirty days of demobilization. Incomplete or unsupported claims will be returned to the Cooperator for further information and/or documentation.

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In the event damage or destruction occurs because of negligence on the part of the State, Forestry's liability is limited to the lesser of the actual repair costs or market value. Forestry is not responsible for the costs of loss or physical damage to Cooperator's equipment due to negligence on the part of Cooperator's personnel, for indirect damages such as loss of use or lost profits, or for wear and tear.

14. Accessories for Apparatus – All apparatus must have the following: seat belts for all occupants, three portable emergency reflectors, one 5-lb. functional ABC fire extinguisher, and any additional accessories as specified in the Annual Operating Plan.
15. Meals and Bedding - If a Forestry-subsisted incident camp is established, meals and bedding for operator/personnel will be furnished without additional charge. Such meals and bedding will be commensurate with that provided to Forestry employees.
16. Personnel Pay Rates - Operator/personnel will be paid for all hours they are on-shift at the appropriate hourly rate of pay. Note: operator/personnel may be on a shorter or longer shift than the apparatus to which they are assigned. The number of operator/personnel listed on the rate charts is standard staffing. Any changes to standard staffing will be agreed to in the AOP. No additional personnel will be paid by Forestry unless Resource Ordered.

Forestry will not pay administrative fees more than 13.5% to Cooperators using the Cooperator Reimbursement method, nor will Forestry pay for backfill positions unless required by municipal ordinance, union contract, or written department policy. As a cost containment measure, higher paid Cooperators shall be considered for release first.

17. Equipment Payments - Equipment rates have been determined by Forestry for all categories, types, and classes of equipment and are included in the Online Application System (OLAS). OLAS is used by the Cooperator to register or list their equipment and by the dispatcher and others to search for and hire equipment. Any Cooperator using rates that are non-compliant with Forestry specified rates will normally be the last hired and the first released. The link to OLAS is <https://dnr.alaska.gov/olas/>. Rates are also listed in Tables 1, 2 and 3, below. Each shift must be documented on an Emergency Equipment Shift Ticket and must be signed by the Cooperator's operator/personnel and the supervisor on the incident as the duly authorized representative for certification as to the number of hours or other units of pay earned. Hours shall consist of the period working (assigned), ordered standby, or compensable travel time.

The incident or dispatch office will compile the amount earned on the Emergency Equipment Use Invoice which both parties will sign to show concurrence of the amount due the Cooperator at the time of release from assignment whether the Cooperator's method of payment is by Cooperator Reimbursement, Direct Payment, or Lump Sum method. OF-288s will be posted for Cooperator staff by the incident or Area. In the case of Cooperators being paid by the reimbursement method, both the Emergency Equipment Use Invoice and any pertinent OF-288s will be included as backup documentation for any invoice requesting reimbursement from the State.

Apparatus is inoperable when the apparatus itself is inoperable, or when the operator/personnel are unavailable. A shift is the hours worked as defined by the Incident Action Plan and/or as determined by the dispatching office.

Apparatus rental rates include routine maintenance; normal wear and tear (minor scratches, chips in windshield, etc.); insurance; and other pertinent overhead expenses. Rental rates will not exceed the rates listed below (Tables 1, 2 and 3). Federal Excess Personal Property (FEPP) apparatus provided by a Cooperator will be paid 66% of the normal rate. If apparatus is ordered and staffed with a relief crew, then a double-crewed daily rate will be paid for the apparatus.

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- a. For fractional days at the beginning and ending time under hire, payment will be based on 50 percent of the Daily Rate for periods less than eight hours. To clarify, equipment initially hired after 1600 (4:00 pm) shall receive half the daily rate for the first day of hire, and equipment released back to the point of hire before 0800 (8:00 am) on the last day of hire shall receive half the daily rate for the final day of hire.
- b. For shifts under hire or assignment between the first and last, the Cooperator shall be paid at the daily rate, if the apparatus is operable and available the entire shift.
- c. If the apparatus is inoperable or unavailable during an on-shift period, this will be considered down time and charges will not accrue. Payment will be based on the hours the equipment was operational during the assigned shift as documented on the shift ticket versus the designated shift shown on the Incident Action Plan. If the equipment was not operational for the full shift, the deduction from the daily rate is calculated by converting the length of shift from the IAP to determine the hourly rate and deducting pay for the total hours the equipment was non-operational, i.e., $\text{daily rate} \div \# \text{ hours of shift in IAP} = \text{hourly rate to be deducted}$.
- d. Forestry has the right to correct the invoice in case of accounting errors, or if the Cooperator chose the improper category, type, class or rate in OLAS.

Command Vehicles: When ordered by Forestry, command vehicle rates will be applicable when an individual in any of the following positions uses the vehicle:

- | | | |
|-----------------------------|-----------------------------|------------------------------------|
| • Incident Commander | • Operations Section Chief | • Structural Protection Specialist |
| • Branch Director | • Division/Group Supervisor | • Strike Team/Task Force Leader |
| • Water Handling Specialist | • Fire Chief/Designee | |

Command Vehicles must meet the following criteria and come equipped with the following equipment:

- | | | |
|-------------------------|---------------------|----------------------------|
| • Four Wheel Drive | • First Aid Kit | • Emergency Lighting |
| • Seating for 3 Persons | • Fire Extinguisher | • Field Programmable Radio |

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18. Insurance - The Cooperator must carry and maintain motor vehicle liability insurance as required by AS 28.22.01. In the case of the Cooperator's operator/personnel being hired by the State as an EFF, the State covers Worker's Compensation and potential liability based on apparatus operations in response to and operation on a wildland fire. In the case of the Cooperator's operator/personnel remaining an employee of the Cooperator, the Cooperator must carry and maintain Worker's Compensation coverage as required by AS 23.30.045.

19. Evaluations - All CFD Engines will be evaluated by the incident supervisor and the evaluation form will be included in the equipment packet upon release from the incident.

20. Documentation Requirements for Assignments

One (1) copy of each of the following documents is required for Out-of-Area Assignments

Mobilization Finance Packet -

- a. Resource Order
- b. Annual Operating Plan
- c. Emergency Equipment Rental Agreement
- d. Cooperator Conditions of Hire
- e. CFD Cooperative Fire Protection Agreement
- f. Vehicle Inspection Checklist
- g. Initial Shift Ticket
- h. Blank Contractor Evaluation Form

Demobilization Finance Packet –

- a. Resource Order
- b. Annual Operating Plan
- c. Emergency Equipment Rental Agreement
- d. Cooperator Conditions of Hire
- e. CFD Cooperative Fire Protection Agreement
- f. Vehicle Inspection Checklist
- g. Completed Shift Tickets
- h. Completed OF-288s
- i. Emergency Equipment Use Invoice
- j. Claims documentation, if applicable
- k. Completed Evaluation
- l. Any receipts documentation reimbursable expenses accrued on the assignment

21. Non-Engine Vehicle Rates - Any vehicle owned by the signatory Fire Department not reflected in #22 below, if accepted, will be paid at rates shown in Chapter 6 of the Alaska Incident Business Management Handbook. Personally-owned vehicles cannot be signed up under this Conditions of Hire.

22. Rates: Tables 1-3 are related to the Cooperator Reimbursement and Direct Payment methods. Tables 4-7 are related to the Lump Sum (Apparatus and personnel combined rate) method.

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Table 1- Engine Types, Rates & Minimum Requirements (Apparatus ONLY)

Rates & Components (excluding personnel costs)	Water Tender Types				
	Support			Tactical	
	S1	S2	S3	T1	T2
Single Shift Rate	\$1,950	\$1,630	\$1,300	\$1,630	\$1,300
Double Shift Rate	\$3,055	\$2,550	\$2,040	\$2,550	\$2,040
Hourly Rate for refurb*	\$140	\$115	\$95	\$115	\$95
Tank Capacity (gal)	4000	2500	1000	2000	1000
Pump Min. Flow (GPM)	300	200	200	250	250
At Rates Pressure (psi)	50	50	50	150	150
Max. Refill Time (minutes)	30	20	15	-	-
Pump and roll	-	-	-	Yes	Yes
Personnel minimum	1	1	1	2	2

* Refurb time must be approved by FMO as per AOP

Table 2- Water Tender Types & Minimum Requirement (Apparatus ONLY)

Rates & Components (excludes personnel costs)	Structure Engines		Wildland Engines				
	1	2	3	4	5	6	7
Daily Shift Rate - Single	\$2,840	\$2,680	\$1,785	\$1,545	\$1,265	\$1,070	\$860
Daily Shift Rate - Double	\$4,460	\$3,890	\$2,805	\$2,420	\$1,985	\$1,680	\$1,355
Hourly Rate for refurb*	\$200	\$190	\$130	\$110	\$95	\$80	\$60
Tank minimum capacity (gal)	300	300	500	750	400	150	50
Pump Min Flow (GPM)	1000	500	150	50	50	30	10
Rated pressure (psi)	150	150	250	100	100	100	100
Hose (feet) 2 1/2 inch	1200	1000	-	-	-	-	-
Hose (feet) 1 1/2 inch	400	500	1000	300	300	300	-
Hose (feet) 1 inch	-	-	500	300	300	300	200
Ladders per NFPA 1901	Yes	Yes	-	-	-	-	-
Master Stream 500 GPM Min	Yes	-	-	-	-	-	-
4-Wheel Drive Required	-	-	Yes	Yes	Yes	Yes	Yes
Personnel (minimum)	3	3	2	2	2	2	2

* Refurb time must be approved by FMO as per AOP

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Table 3- Command Vehicles & Minimum Requirements (Apparatus ONLY)

COMMAND VEHICLE RATE <i>(excluding personnel costs)</i>	
Daily Shift Rate	
Single	\$545
Double	\$855
Hourly Refurb*	\$40
Personnel	1
* Refurb time must be approved by FMO as per AOP	

Table 4- Engine Types, Rates & Minimum Requirements (COMBINED RATE)

Rates & Components <i>(includes personnel costs)</i>	Structure Engines		Wildland Engines				
	1	2	3	4	5	6	7
Single Shift Rate	\$4,005	\$3,845	\$2,525	\$2,285	\$2,005	\$1,810	\$1,600
Double Shift Rate	\$6,245	\$5,675	\$4,045	\$3,660	\$3,225	\$2,920	\$2,595
Hourly Rate for refurb*	\$285	\$275	\$180	\$165	\$145	\$130	\$115
Tank minimum capacity (gal)	300	300	500	750	400	150	50
Pump Min Flow (GPM)	1000	500	150	50	50	30	10
Rated pressure (psi)	150	150	250	100	100	100	100
Hose (feet) 2 1/2 inch	1200	1000	-	-	-	-	-
Hose (feet) 1 1/2 inch	400	500	1000	300	300	300	-
Hose (feet) 1 inch	-	-	500	300	300	300	200
Ladders per NFPA 1901	Yes	Yes	-	-	-	-	-
Master Stream 500 GPM Min	Yes	-	-	-	-	-	-
4-Wheel Drive Required	-	-	Yes	Yes	Yes	Yes	Yes
Personnel (minimum)	3	3	2	2	2	2	2
* Refurb time must be approved by FMO as per AOP							

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Table 5- Water Tender Types & Minimum Requirement (COMBINED RATE)

Rates & Components (includes personnel costs)	Water Tender Types				
	Support			Tactical	
	S1	S2	S3	T1	T2
Single Shift Rate	\$2,365	\$2,045	\$1,715	\$2,370	\$2,040
Double Shift Rate	\$3,750	\$3,245	\$2,735	\$3,790	\$3,280
Hourly Rate for refurb*	\$170	\$145	\$120	\$170	\$145
Tank Capacity (gal)	4000	2500	1000	2000	1000
Pump Min. Flow (GPM)	300	200	200	250	250
At Rates Pressure (psi)	50	50	50	150	150
Max. Refill Time (minutes)	30	20	15	-	-
Pump and roll	-	-	-	Yes	Yes
Personnel minimum	1	1	1	2	2

* Refurb time must be approved by FMO as per AOP

Table 6- Command Vehicles & Minimum Requirements (COMBINED RATE)

COMMAND VEHICLE RATE (includes personnel costs)	
Daily Shift Rate	
Single	\$960
Double	\$1,550
Hourly Refurb*	\$70
Personnel	1

* Refurb time **MUST** be approved by FMO as per AOP

Table 7- Pre-Approved Staffing Change & Minimum Requirements (COMBINED RATE)

Pre-Approved Staffing Change	
Shift Rate	
Single	Double
\$325	\$545

*This rate **ONLY** applies if approved by Forestry & Fire Chief

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CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION (49 CFR Part 29): The bidder/offeror certifies, by submission of this proposal or acceptance of this contract/agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by signature on this agreement to include this clause without modification in all lower tier transactions, solicitation, proposals, contracts and subcontracts. Where the bidder/offeror/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this agreement.

I certify that I have read and agree to the conditions of hire and rates contained on this form.

This document supersedes all prior versions of this agreement. Earlier versions must be deleted/destroyed and replaced with this document.

Cooperator's/Authorized Agent's Signature

Date

Printed Name

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Appendix 2: Forms

Contractor Performance Evaluation



ALASKA DIVISION OF FORESTRY
CONTRACTOR PERFORMANCE EVALUATION

☐ FINAL
☐ INTERIM

Incident Name/Number		Order Number (E Number)		Agreement Number (EERA)	
Hiring Office		Evaluation Period			
		From:		To:	
Contractor Name			Contractor Address		
Operator's Printed Name		Equipment Type		Contractor's Phone Number	
Rater's Printed Name		Rater's Position on Incident		Rater's Home Unit	
				Rater's Phone Number	

Ratings

Summarize contractor performance and circle number which corresponds to the rating for each category attaching additional pages, if needed (*see back page for Rating Guidelines*).

0=Unsatisfactory	1=Poor	2=Fair	3=Good	4=Excellent	5=Outstanding
Knowledge of the Job or Equipment Condition <i>(How knowledgeable was the Contractor, how much supervision was required, did the equipment operate as expected)</i>					

0=Unsatisfactory	1=Poor	2=Fair	3=Good	4=Excellent	5=Outstanding
Fireline Performance and Timeliness <i>(How did the Contractor perform, did Contractor arrive when expected, demob timely; document any noncompliance or performance issues)</i>					

0=Unsatisfactory	1=Poor	2=Fair	3=Good	4=Excellent	5=Outstanding
Business Relations <i>(Did the Contractor perform in a business-like manner; complete administrative requirements timely)</i>					

Evaluator's Signature _____ rev. 4/2010	Date _____ Original – Contractor Copy – File	Operator's Signature _____ Operator <input type="checkbox"/> Concurs <input type="checkbox"/> Disagrees with this performance evaluation
--	--	---

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Rating Guidelines

Knowledge of the Job or Equipment Condition

0	Unsatisfactory	Contractor/Operator is inexperienced and/or unsafe. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards containing similar requirements. Equipment cannot be repaired or is inadequate and must be (or has been) released.
1	Poor	Contractor has minimal experience. Overall compliance requires close or continuous supervision to ensure achievement of desired results. Significant down time for equipment or equipment is barely adequate.
2	Fair	Overall compliance requires some supervision to ensure achievement of desired results. Some breakdowns or repairs are needed or equipment is slow at achieving contract requirements.
3	Good	There are no or very minimal quality problems and the Contractor has met the contract requirements with minimal supervision. Minimal breakdowns or repairs for equipment.
4	Excellent	There are no quality issues and the Contractor has substantially exceeded the contract performance requirements without commensurate additional costs to the State. No mechanical breakdowns.
5	Outstanding	The contractor has demonstrated an outstanding performance level that was significantly in excess of anticipated achievements and is commendable as an example to others. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent". Equipment is superior.

Fireline Performance or Timeliness

0	Unsatisfactory	Contractor is failing to meet performance requirements or follow direction. Delays are jeopardizing the achievement of contract requirements. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards.
1	Poor	Contractor performance is considered marginal. Delays require significant Agency resources to ensure achievement of contract requirements.
2	Fair	Contractor performance meets minimum acceptability standards and some improvements are needed. Delays require minor Agency resources to ensure achievement of contract requirements.
3	Good	Contractor performance is fully acceptable. There are no, or minimal delays that impact achievement of contract requirements.
4	Excellent	Contractor has excellent skills and techniques. Performance is consistently above average. There are no delays and the contractor has exceeded the agreed upon time schedule.
5	Outstanding	The Contractor has demonstrated an outstanding performance level. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

Business Relations

0	Unsatisfactory	Response to inquiries and/or technical, service, administrative issues is not effective. If not substantially mitigated or corrected it should constitute a significant impediment in considerations for future awards.
1	Poor	Response to inquires and/or technical, service, administrative issues is marginally effective.
2	Fair	Response to inquires and/or technical, service, administrative issues is somewhat effective.
3	Good	Response to inquires and/or technical, service, administrative issues is consistently effective.
4	Excellent	Response to inquires and/or technical, service, administrative issues exceed State expectation.
5	Outstanding	The contractor has demonstrated an outstanding performance level. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

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Emergency Equipment Shift Ticket (OF-297)

EMERGENCY EQUIPMENT SHIFT TICKET <small>NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.</small>											
1. AGREEMENT NUMBER <div style="text-align: right; font-size: 1.2em;">23407</div>				2. CONTRACTOR (name) <div style="text-align: right; font-size: 1.2em;">Northern Lights VFD</div>							
3. INCIDENT OR PROJECT NAME <div style="text-align: right; font-size: 1.2em;">moose Run</div>			4. INCIDENT NUMBER <div style="text-align: right; font-size: 1.2em;">73411075</div>			5. OPERATOR (name) <div style="text-align: right; font-size: 1.2em;">Jim Duncie</div>					
6. EQUIPMENT MAKE <div style="text-align: right; font-size: 1.2em;">CHEVY</div>			7. EQUIPMENT MODEL <div style="text-align: right; font-size: 1.2em;">F350 (T-7)</div>			8. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT					
9. SERIAL NUMBER <div style="text-align: right; font-size: 1.2em;">VGA91187</div>			10. LICENSE NUMBER <div style="text-align: right; font-size: 1.2em;">9999-87</div>			11. OPERATING SUPPLIES FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)					
12. DATE MO/DAY/YR		13. EQUIPMENT USE		14. REMARKS (released, down time and cause, problems, etc.)							
		START STOP		HOURS/DAYS/MILES (circle one) WORK SPECIAL		<div style="font-size: 1.2em;">Junior Joe</div> <div style="font-size: 1.2em;">Joe Senior</div>					
7/7/14		06:30 11:30		5							
7/7/14		12:00 22:00		10							
15. EQUIPMENT STATUS <input checked="" type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor						16. INVOICE POSTED BY (Recorder's initials)					
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE <div style="text-align: right; font-size: 1.2em;">Your Signature</div>				18. GOVERNMENT OFFICER'S SIGNATURE <div style="text-align: right; font-size: 1.2em;">Div sup's signature</div>				19. DATE SIGNED <div style="text-align: right; font-size: 1.2em;">Date it the day you worked</div>			

NSN 7540-01-119-5628
50297-102

OPTIONAL FORM 297 (Rev. 7-90)
USDA/USDI

FINANCE

Crew Time Report (SF 261)

2017 Chapter 7 – Cooperator Conditions of Hire

Vehicle/Heavy Equipment Safety Inspection Checklist (OF 296)

OPTIONAL FORM 296 (REV. 4-2000)

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